

**TOWN OF NEWFIELDS BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, AUGUST 25, 2009**

Present: Selectmen Michael Woodworth, Rosanne Gilbert, and Wes Moore. Others present included: Brian Knipstein, Frank Catapano, Ann Elliott, Clay Mitchell, Mary Belanger, Jed Rumford, Jamie Thompson, Don Doane, Chief Reed, Lt. Gould, Jeff Buxton, Tom Conner, Ray Konisky, John Crisp, John Hayden, Alison Watts, Michael Kahlke, Kelley Corson, and Natalie Fream. Larry Shaw was excused from the meeting.

Call to order: 6:03pm

Frank Catapano of Newbury North Development asked that the bond be released on Overlook Drive and that the Town accept the road. The topcoat has been put down and been approved by Brian Knipstein and Clay Mitchell. Brian suggested retaining a maintenance bond in case there is a problem in the future such as a sinkhole. John Hayden indicated that the Planning Board had no objection to releasing the bond and accepting the road. It was determined that a maintenance bond is not needed.

After discussion, Rosanne made a motion to release the bond and accept Overlook Drive as a Town road. Michael seconded the motion and the motion passed with all in favor.

With regard to Evergreen Estates, no further building permits will be issued until a new bond is in place. Michael will speak with Aaron Brown about this. The building inspector will be notified also.

There have been several inquiries about Bassett Lane not being paved as discussed during the Budget Hearing. The paving schedule is subject to change. At the Budget Hearing several roads were discussed for re-paving. Brian rides the roads with the paving contractor and listens to their recommendations. A portion of Old Lee Road was a definite for paving and the other roads were to be determined.

At a previous meeting, Tony Salema met with the Selectmen and asked for relief on his latest and last electrical inspection invoice. Rosanne Gilbert made a motion to reduce Tony Salema's invoice of \$900.00 to \$780.00. Wes Moore seconded the motion and the motion passed with all in favor.

The Selectmen are looking for Sue McKinnon's best projection of the loss of revenue from the state this year.

The Selectmen met with the department heads and the Budget Advisory Committee to discuss the process for working on the 2010 budget. The Board wants to do a better job this year and recognizes the fact that mistakes were made last year.

Tom Conner said the Emergency Management Department is small. He would like the budget kept under control. Chief Reed asked for better communication between the departments, the Budget Advisory Committee, and the Selectmen. He also would like to receive a specific dollar amount or percentage of increase/decrease that the Selectmen are looking for from the various departments. Ray Konisky of the Conservation Commission does not anticipate any changes from last year. The Commission has not made any additional purchases.

Jeff Buxton wishes that the residents would understand the need to put away funds each year towards the purchase of a new fire truck. Doing so eliminates the need for a bond when the time comes to purchase a truck. He asked if the Capital Reserve Fund could be changed to an Expendable Trust Fund.

Jed Rumford does not anticipate the Cemetery Trustees budget increasing. Each year frost heaves move some of the stones which then have to be moved back. This is the end of the contract with the mowing company. Next year's mowing will go out to bid. At this time a balance of \$15,000. is left in Cemetery Budget. Brian Knipstein will take a look at a hardwood tree that has fallen down at the Hilton Cemetery.

John Hayden and Don Doane don't expect to ask for any budget increases next year.

Brian advised that the price of salt has gone down. Other means of decreasing or diverting funds to the Highway Department were discussed.

Rosanne reviewed a timeline of the budget process and invited the department heads to meet with the Selectmen any time between 6:00pm and 6:45pm on Tuesday nights when the budget is scheduled to be discussed.

The timeline is as follows:

09/22/09 finalized letter to department heads

10/01/09 at the discretion of the Budget Advisory Committee, start meeting with department heads – the Budget Advisory Committee will decide which nights to meet, publicly post the meeting dates, and keep minutes

John Hayden hopes this will be a better process than in years past and gave "hats off" to the Selectmen for making a positive change.

John Crisp asked if the Budget Advisory Committee minutes could be posted on the website. Sue will be asked to post them.

Jeff Buxton feels the Town missed out on a lot of fees with the projects on Winkler Way and he wants to look into fees for services. Clay Mitchell is currently reviewing the Town's fee schedule and will make recommendations on fee changes and additional areas where fees should be charged.

Michael Woodworth said decisions need to be made about whether or not to cut central services, increase the budget, or remain the same. He mentioned that some delinquent taxes have been paid and we expect more delinquent taxes to be paid shortly.

Alison Watts and Ray Konisky met with the Selectmen to discuss the conservation easement monitoring which takes place each year. One property owner has refused access to his property as he feels it is not safe due to activities taking place next door. This was discussed in further detail. It was decided that the property owner would be given a choice of days and times for the inspection, a police officer would accompany the monitor to ensure safety, and identification badges will be issued to the Conservation Commission members.

The Board of Selectmen thanked Alison for her hard work and many years of service as Chairman of the Conservation Commission. Alison will remain a member and Ray Konisky will take over as Chairman.

Southeast Land Trust of New Hampshire is naming a trail in the Piscassic Greenway in honor of Bobbi Byrnes. Bobbi donated many years to the Conservation Commission.

Kelley Corson and Natalie Fream met with the Selectmen to discuss a few issues with the latest draft of the lease for 75 Main Street. They will meet with the Selectmen next week with the hope of signing the lease.

Kelley and Natalie were asked to request permission ahead of time to post signs. At this time they have the Selectmen's blessing to display a sign at the old post office building.

Checks were signed.

A letter to the Newfields School Board will be revised and signed at the next meeting.

A Town Hall rental application was approved for a yard sale to be held in September.

The Cartographic renewal contract was signed. The contract price remained the same as last year.

One abatement application was signed.

A Cemetery Deed was signed.

A tax bill was discussed.

Correspondence from the US Census was reviewed, completed, signed, and returned.

A copy of a letter to the Trustees of the Trust Funds from the New Hampshire Department of Revenue was discussed.

Correspondence from the Department of Transportation was reviewed.

The 2008 draft copy of the audit and comments from the auditor were reviewed. The Selectmen will set a date and time to meet with the various departments to discuss the comments and prepare responses.

Nancy Spencer was contacted by Manchester Community College in response to two letters sent to them regarding the quality of the Excel class that she attended. The college has agreed to let Nancy attend another Excel 1 class with a different instructor and also to take the Excel II class at no charge. The Selectmen appreciate the action taken by the college.

Wes was contacted by the buyer of 16 Swamscott Street who indicated that the back taxes on the property would be paid soon.

Rosanne will check out the State of New Hampshire H1N1 Influenza Vaccine and report back to the other Selectmen.

Wes gave an update on CRSW/RRC and will report back in 2 to 3 weeks with additional information.

Primex denied the insurance claim on the furnace located at 75 Main Street.

A discussion of the August 20th Planning Board meeting took place.

The land at the intersection of Routes 85 and 87 was briefly discussed. The landowner was asked to call the Town Office in order to be put on the Selectmen's Agenda.

A motion to approve the August 4th, 2009 meeting minutes as amended was proposed by Rosanne. Michael seconded the motion and the motion passed with all in favor.

Michael was asked to review the status of the new ramp at the Town Hall with the Building Inspector and the State ADA Inspector.

Michael made a motion to adjourn the meeting at 10:10pm. Rosanne seconded the motion and the motion passed with all in favor.

Respectfully submitted,

Nancy J. Spencer
Administrative Assistant